



Non-Merit Job Vacancy Announcement

EXECUTIVE ADMINISTRATIVE SECRETARY

Pay Grade:	12	Position Type:	Full Time
Salary or Range:	\$2,427.44-\$3,215.72 monthly	Work Schedule:	Mon- Friday 7.50 hrs/day
FLSA Designation:	Non-Exempt	Work Week:	37.5 Hours

Agency: Kentucky Labor Cabinet- Office Of Secretary- Office Of Inspector General
Work Address: 1049 US HWY 127 South Frankfort, Kentucky 40601
Work County: Franklin County

AGENCY COMMENTS:

DESCRIPTION OF JOB DUTIES:

This position will serve as the Executive Administrative Secretary to the Executive Director of the Office of Inspector General. This position will provide various administrative tasks related to the operations of the Office of Inspector General. The primary responsibilities include; transcribing interview statements of various complexity and confidential nature, write reports of investigations, manage case files, researches and analyzes complex and detailed investigative material.

This position will also managing business functions of the office such as maintaining or preparing fiscal records and records, processes bills for payment, purchases, and other general office functions.

MINIMUM REQUIREMENTS:

EDUCATION:

Sufficient education which would assure knowledge, skills and abilities to accomplish position objectives.

EXPERIENCE:

Sufficient experience which would assure knowledge, skills and abilities to accomplish position objectives.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Non

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the

custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: _____)

[Posted on: _____]

Please submit official application and resume to the Governor's non-merit portal. Please post the job posting for 15 days.

Contact Name: Rodney Stewart- Inspector
General

Contact Method: Rodney.Stewart@ky.gov

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